DOCUMENT RESUME

ED 165 768 IR 006 721

AUTHOR Beleu, S.
TITLE Microforms: An Introduction to the Department of Energy Collection, Early English Books Collection and the Human Relations Area Files of the University of Oklahoma Libraries.
INSTITUTION Oklahoma State Univ., Stillwater. Univ. Libraries.
PUB DATE Aug 78
NOTE 14p.

EDRS PRICE MF-$0.83 HC-$1.67 Plus Postage.
DESCRIPTORS Classification; Filing; *Indexes (Locaters); *Library Collections; *Library Guides; *Microforms; University Libraries

ABSTRACT

Each of the three guides provides brief instruction in the use of specific indexes for locating desired items in the respective collections. The scope of each collection is described, and then a step-by-step approach, using examples, takes the reader from the selection of a topic in an appropriate index to the location of relevant items in the microform collection. Included in the guide to the Human Relations Area Files are a list of reference categories used within each culture's categories, and tables that explain the training and evaluation codes in the headings of items on the microfiche. (JD)

**********
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
**********

ED165768

U S DEPARTMENT OF HEALTH,
EDUCATION & WELFARE
NATIONAL INSTITUTE OF
EDUCATION

THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL NATIONAL INSTITUTE OF EDUCATION POSITION OR POLICY

# MICROFORMS:

# AN INTRODUCTION TO THE DEPARTMENT OF ENERGY COLLECTION, EARLY ENGLISH BOOKS COLLECTION, AND THE HUMAN RELATIONS AREA FILES OF THE UNIVERSITY OF OKLAHOMA LIBRARIES

by

S. Beleu

"PERMISSION TO REPRODUCE THIS MATERIAL HAS BEEN GRANTED BY

S. Beleu

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC) AND USERS OF THE ERIC SYSTEM."

University of Oklahoma Libraries
August 1978

IR006721

IR

# MICROFORMS

An Introduction to the Department of Energy Collection
By S. Beleu
August 1978

University of Oklahoma Libraries

Hours: Monday-Thursday 8-12, 1-5, 7-9
Friday 8-12, 1-5
Sunday 1-4, 7-9

Phone: 325-3141-Microforms

IR006721

# AN INTRODUCTION TO THE DEPARTMENT OF ENERGY COLLECTION

By S. Beleu

## I

The University of Oklahoma Library is the only designated depository library in the state to receive the microcard and microfiche documents of what was first the Atomic Energy Commission, then became the Energy Research and Development Administration, and is now the Department of Energy. The microforms cover all fields of energy-from coal and petroleum to nuclear, solar, and geothermal. They also deal with all aspects of these energy sources-such as nuclear materials security, environmental technology, health and safety, nuclear raw materials, and petroleum plant quality.

## II

The collection is accessed through several sets of abstracts. The Atomic Energy Commission issued Nuclear Science Abstracts (NSA) from 1948 to 1974. In 1974 the Commission was abolished and the Energy Research and Development Administration was created. The Administration continued to issue NSA through June 1976. Then they changed it's title to Energy Research Abstracts (ERA). They continued to issue ERA until they in turn were abolished in 1977. Since then the Department of Energy has been issuing ERA.

Despite the change in issuing agency, the indexes function alike:

1. In the index section in the back of the volume select the entry that interests you in either the corporate author, personal author, or subject indexes:

   CORPORATE AUTHOR
   Florida Univ., Gainesville (USA)
   Quantitative analysis of solute segregation in alloys by transmission electron microscopy. Progress report, January 1, 1977-December 31, 1977, 3:34118 (ORO-4311-5)

   PERSONAL AUTHOR
   Borg, I.Y., New developments affecting the supply of oil to the Free World, 3:33250 (UCRL-52345)

   SUBJECT
   AUGER MINING/MINING EQUIPMENT
   Noise control of an underground continuous miner, auger-type, 3:32633 (CONF-7705111-)

   If you happen to know the report number of what you want, the abstracts also contain a report number index:

   BDX-
   613-1763 3:33560

2. Using the entry number given

> Florida Univ., Gainesville (USA)
> Quantitative analysis of solute segregation in alloys by transmission electron microscopy. Progress report, January 1, 1977-December 31, 1977, 3: 34118 (ORO04311-5)
>
> ↑

turn to the abstracts section and read the abstract given for the report:

> 34118 (ORO-4311-5) Quantitative analysis of solute segregation in alloys by transmission electron microscopy. Progress report, January 1, 1977-December 31, 1977. Hren, J.J.; Hartley, C.S.
> This report describes the results of a computer simulation of images for the FCC and BCC infinitesimal loops using isotropic elasticity...

3. If you then decide you want to see the report, the next step is to determine whether it has been received as a depository item by the Microforms Area. If it is, it should be marked with a "Dep" for depository. For the Energy Research Abstracts, the "Dep" markings are given with each entry if they are depository items:

> 32878 (DOE/ET-0036) Guide to solar energy programs. (Department of Energy, Washington, D.C. (USA). Dev. of Solar Technology) Mar. 1978. 72p. Dep.
>
> ↑

For most of the issues of the older index Nuclear Science Abstracts, you must consult the "Cumulative Report Number Index" volumes to determine if the entry is a depository item. All report numbers for the period of time the index covers are in numerical order within those volumes:

> IS- 5380 17-16518 Dep.; CFSTI; Trans. Met. Soc. AIME, 227: 717-23
>
> ↑

4. Find the microfiche. They are filed by their report numbers as found above within the parentheses.

III

The indexes also indicate where to get items that are non-depository. For government reports they list the addresses of the National Technical Information Service, the Superintendent of Documents of the Government Printing Office, the Reactor Standards Office, and others in the back of each volume. In addition to government documents NSA and ERA also index some commercially produced books and articles. The abstracts give the necessary bibliographic information along with the entries.

IV

Finally, if you need assistance or have any questions, please consult a staff member.

August 1978

# MICROFORMS

IR

An Introduction to the Early English Books Collection
By S. Beleu
August 1978

U S DEPARTMENT OF HEALTH,
EDUCATION & WELFARE
NATIONAL INSTITUTE OF
EDUCATION

THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL NATIONAL INSTITUTE OF EDUCATION POSITION OR POLICY

University of Oklahoma Libraries

Hours: Monday-Thursday 8-12, 1-5, 7-9
Friday 8-12, 1-5
Sunday 1-4, 7-9

Phone: 325-3141

"PERMISSION TO REPRODUCE THIS MATERIAL HAS BEEN GRANTED BY

Steve Beleu

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC) AND USERS OF THE ERIC SYSTEM."

IR006721

# AN INTRODUCTION TO THE EARLY ENGLISH BOOKS COLLECTION

By S. Beleu

## I

The Early English Books Collection is a project undertaken by University Microfilms in 1935 to reproduce all the books that were printed in English between 1475 and 1700 on microfilm. It is based upon two bibliographies: A. W. Pollard and G.R. Redgrave's A Short-Title Catalogue of Books Printed in England, Scotland, and Ireland, and of English Books Printed Abroad 1475-1640 (1926); and Donald Wing's Short-Title Catalogue of Books Printed in England, Scotland, Ireland, Wales, and British America and of English Books Printed in Other Countries 1641-1700 (1945). Both bibliographies give abridged entries for all the known books printed in the English language for the time periods they cover. They also include Latin service books used in the British Isles. However, neither list works by English authors printed elsewhere in any language other than English.

## II

Because Wing's bibliography was a continuation of the earlier Pollard and Redgrave's both, together with corresponding reel-number indexes, function alike:

1. Find what interests you either by author, or, if anonymous, by title. Authors known only by their initials are so indexed.

   6103 Cuffe, Henry. The differences of the ages of mans life. 8o. A. Hatfield f. M. Clearke, 1607.

   10508 Example. The example of euyll tongues. 4o. W. de Worde, 1500.

   17 A., M. Cataplus: or, Aeneas his descent to Hell. For Maurice Atkins, 1672.

2. Go to the Cross Number Index for the appropriate bibliography. Also consult the latest supplement to the index, the Guide to Year 19xx. With the number given for the work in the bibliographies

   → 6103 Cuffe, Henry. The differences of the ages of mans life. 8o. A. Hatfield f. M. Clearke, 1607.

   find in the Cross Number Index and it's supplements what reel number your item is on:

   | STC | Reel |
   |---|---|
   | 6103 | → 1408 |

3. Retrieve the appropriate reel. There are usually several items on a reel, so you may need to check several publications before you find yours.

## III

Finally, if you have any questions or need any help, contact a staff member.

August 1978

IR

# MICROFORMS

An Introduction to the Human Relations Area Files
By S. Beleu
August 1978

University of Oklahoma Libraries

Hours: Monday-Thursday 8-12, 1-5, 7-9
Friday 8-12, 1-5
Sunday 1-4, 7-9

Phone: 325-3141-Microforms

IR006721

# AN INTRODUCTION TO THE HUMAN RELATIONS AREA FILES

By S. Beleu

## I

The Human Relations Area Files (HRAF) is a microfiche collection of books, articles, and some unpublished manuscripts oriented toward the study of culture. Although it focuses on "primitive" and non-Western cultures, it also includes materials on such Western societies as, among others, the Rural Irish, Hungarian, Tudor British, and Imperial Roman. It will ultimately include all the cultures of the world, past and present.

Because of the multidisciplinary nature of such anthropological studies, HRAF includes not only works like The Tarahumara: an Indian Tribe of Northern Mexico, The Age-System of the Masai and The Half-way Sun: Life among the Headhunters of the Phillipines, but also Burmese Drama, Eskimo and Aleut Stories from Alaska, Crow Indian Beadwork, and The Plants of Arno Atoll. Many of the works are rare and out of print. Some have been translated expressly for HRAF.

Based on George P. Murdock's classification of cultures and cultural traits, the files were established in February of 1949. Along with Harvard, Yale, and the Universities of Washington and Pennysylvania, the University of Oklahoma was one of the five founding members. At first available only on paper slips, in 1958 the HRAF institution began offering a microfiche version of these slips.

## II

There are four indexes to the Human Relations Area Files:

The Outline of Cultural Materials (OCM) to find materials about a specific cultural trait

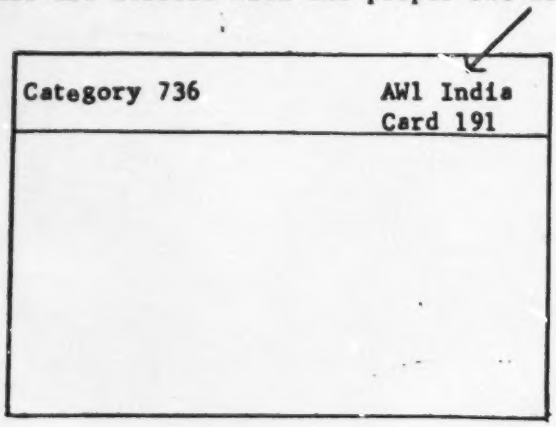
The Outline of World Cultures (OWC) to find materials about a specific culture

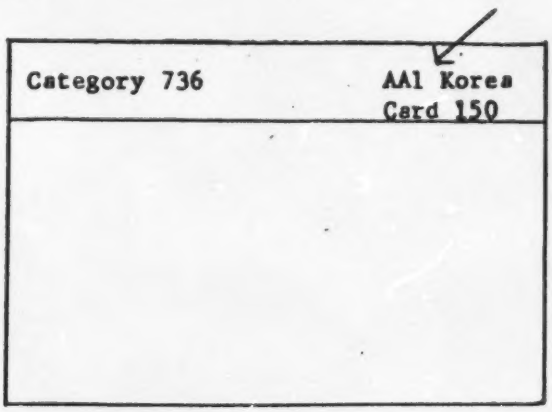
The Human Relations Area Files Source Bibliography (HSB) to find works by a specific author about a specific culture

The Index to HRAF to find works by a specific author about a specific cultural trait

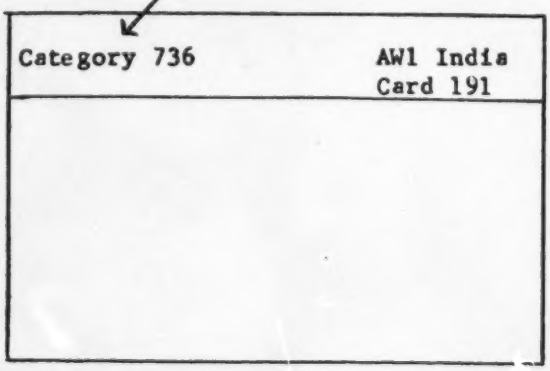
The Outline of Cultural Materials is the main index of HRAF. It indexes the files by cultural traits. HRAF calls these traits "categories". Some examples of these categories are 563 for Ethic Stratification, 283 for Cordage, 253 for Meat Packing Industries, 766 for Deviant Mortuary Practices, 773 for Mythology, and 536 for Drama. You should use the OCM either if you want to study a particular trait in one culture or wish to compare traits between several cultures. To find materials about a trait, you must first find the appropriate category number in the Outline of Cultural Materials. For example, category 736 for Drama. Next you must find

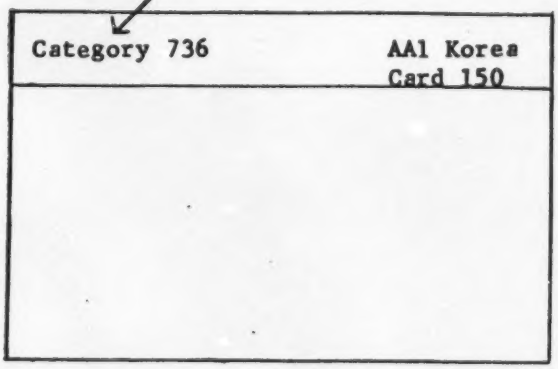
the culture number of the cultures you wish to study that trait in as they are classified in the Outline of World Cultures. For example, AW1 for India and AA1 for Korea. Then you must go to the microfiche cabinets and find the microfiche that are labeled with the proper OWC culture number.



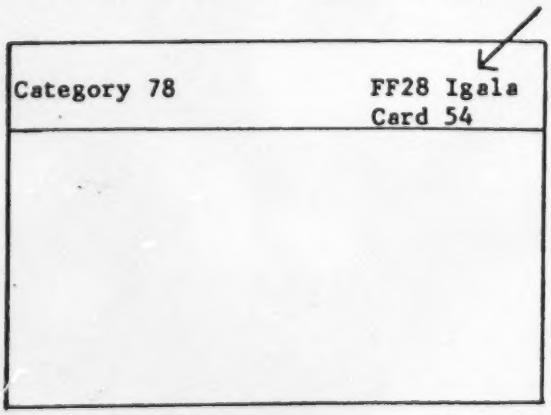




Finally, find the category number within those cultures.




The Outline of World Cultures indexes the files by cultures. It classifies these under six major areas: A for Asia, E for Europe, F for Africa, M for the Middle East, N for North America, O for Oceania, R for Russia, and S for South America. Although some very general information is given on these levels, most of HRAF is organized under such further divisions as AU1 for Afganistan, ES10 for Highland Scots, FM4 for Prehistoric Zanzibar, and NO9 for Ozark Mountaineers. You should use the OWC by itself if you either want to study one culture in it's entirety or compare several cultures in their entireties. You can find the appropriate microfiche by the same numbers the OWC uses. For example, FF28 Igala in the index will be filed as such in the microfiche cabinets:



The Human Relations Area Files Source Bibliography (HSB) and the Index to the Human Relations Area Files are primarily inventories of what exist in the files. But they can also be used to find specific works by specific authors.

The HSB lists for each culture what works are in the files for that culture. The order of cultures in the HSB follows the culture classification of the Outline of World Cultures. For example, if you were trying to determine in HRAF contains Bali: Temple Festival by Jane Belo, you would first turn to the author index in the back of the HSB. By Belo's name would be listed which culture number and source number her work is listed under in the bibliographic section in the front of the HSB:

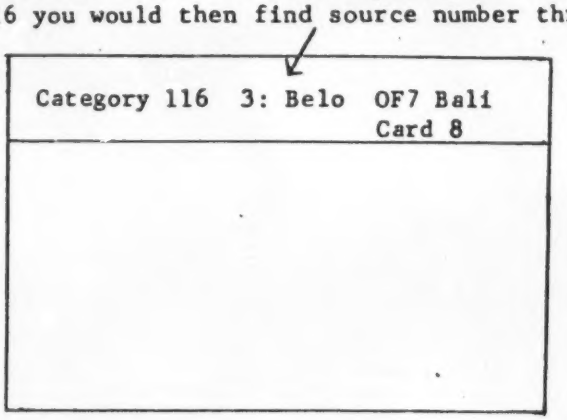
→ Bellow, Henry Walter. AU1-6
Belo, Jane. OF7-3
Beltran, Alberto, illus. NU37-2

Her work is "source number" three in the OF7 file, that of Bali. The bibliographic section gives the full information for her work:

BALI OF7

3 Belo, Jane. Bali: Temple Festival. Locust Valley, N.Y., J.J. Augustin c. 1949. 10, 59 p. illus.

You would then go to category 116 of the microfiche file for OF7 Bali. Category 116 gives the full text of everything that is in each file. Finally, within category 116 you would then find source number three:




The Index to the Human Relations Area Files lists for each cultural trait the works in all of HRAF for that trait. The order of the cultural traits in the index follows the cultural traits classification of the Outline of Cultural Materials. For example, if you were trying to determine if HRAF contains a specific author's work about a specific cultural trait, you would first find the appropriate cultural trait number that the OCM assigns to it in it's index section. Next you would turn to the front part of the OCM to find a full description of the term and what is included with it:

> 773 Mythology--cosmogony (e.g., theories and accounts of the creation of the world and of man); mythical epochs (e.g., golden age, age of the gods, age of animals); cataclysms (e.g., mythical floods and conflagrations); culture myths (e.g., accounts of a culture hero, mythical explanations of culture traits); myths about the origin of evil and death; nature myths; totemic myths; ancestor myths; etc.

Then you would scan through the works the index lists under that cultural trait until you came to the appropriate author:

773 MYTHOLOGY

OA01 36. Barton

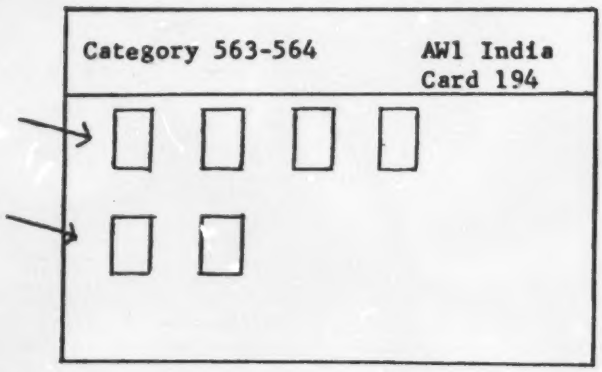
The index indicates by the author's name what category and source number you should next seek further information about in the HSB. You need to go the HSB to find the title of Barton's work. For souce number 36 under the OA1 file in the HSB you would find the title and other bibliographic information listed:

Barton, Roy Franklin. Myths and their magic use in Ifugao.
Philippine Magazine, 37 (1940): 348, 351.

Finally go to file OA1, the Phillipines, to find Barton's work as source number 36 within category 116 of that file.

III

The individual HRAF microfiche usually contain those parts of one or several authors' books, journals, or manuscripts that deal with the particular category that microfiche covers. For example, the microfiche below contains parts of two separate works pertaining to category 564, that of Castes, in the India file:



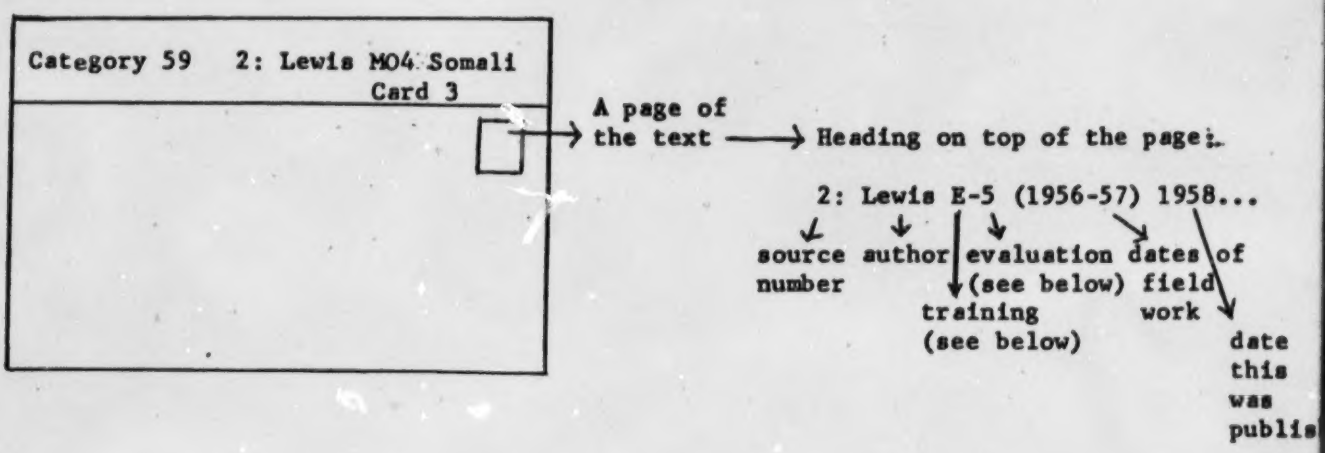

This juxtaposition of sources is meant to be utilized through the basic research process of contrast and comparison.

Within each cultures's categories, HRAF also provides these important reference categories:

| | |
|---|---|
| category 1 | is a guide to that particular file |
| category 101 (which follows category 1) | is an identification of that socio-cultural unit, including alternate names, cultural affiliations, time period covered, etc. |

| | |
|---|---|
| category 102 | is maps |
| category 103 | is place names and information about those names |
| category 104 | is a glossary of frequently used native terms, including orthography and transliteration systems |
| category 105 | is a synopsis of the whole culture, with references to summaries in other works |
| category 111 | is information on the sources, including complete bibliographies references, critiques of the works in the file, and biographical materials on the authors |
| category 113 | is bibliographies for further research |
| category 114 | is the author's comments when available on his and other like works; and information on the author's training and background, reviews of his work, etc. |
| category 115 | is an identification and characterization of the culture serving as the source of study |
| category 116 | is the complete texts of all works or parts of works used as arranged by the source numbers the HSB gives them. |

What you will see on each frame of the microfiche when you insert it into a reader is this:



The "Training" section above records the background of the author as follows:

A Archeologist, Antiquarian
B Folklorist
C Technical Personnel (engineers, advisors, etc.)
D Physician, Physical Anthropologist
E Ethnologist, Social Anthopologist
F Foreign resident
G Government official
H Historian
I Indigene
J Journalist
K Geographer
L Linguist
M Missionary
N Natural or physical scientist
O Lawyer, Judicial personnel
P Psychologist
Q Humanist (philosopher, critic, writer, etc.)
R Artisan (artist, musician, dancer)
S Social scientist (other than those already mentioned)
T Traveler
U Unknown
V Political scientist, propagandist
W Organizational documents and reports (such as official censuses, U.N. documents, etc.)
X Economist, Businessman
Y Educator
Z Sociologist

The "Evaluation of this source" section above records the following judgements:

1 a poor source
2 a fair source
3 a good source
4 an excellent source of secondary data
5 an excellent source of primary texts

IV

Finally, if you need any help or have any questions, contact a staff member.

August 1978